Memorandum

DATE: January 29, 2008

TO: Mayor and Council

Leadership Team

FROM: Robert L. Olander, City Manager

RE: City Council Work Plan - Quarterly Update – 4th Quarter 2008

What follows is the fourth quarter 2008 update of the City Council work plan for 2008-2009.

City Council Goal 1: Develop a Shared Community Vision that Integrates the Environmental Sustainability, Housing and Economic Development Strategies into the Comprehensive Plan and Community Development Initiatives

<u>Conduct Vision and Values Meetings and Workshops for Issues Including Future Growth and Development Policies</u>

During August and September of 2008, the Visioning and Values Workshop meeting format and introductory DVD were developed and outreach to interested groups took place. Over the course of October and the first part of November, twenty "Community Conversations" were hosted by a wide spectrum of Shoreline's neighborhood groups and community organizations, with City staff serving as facilitators and recorders.

Nearly 400 citizens attended these meetings and provided their input in a roundtable format, with an additional twenty people submitting comments online via the City's website or email. Overall, nearly 2,000 comments were received, which were made available on the City's website in mid-November.

Adopt New Vision Statement and "Framework Goals" (Over-arching Goals for the Comprehensive Plan)

The Vision Statement is currently being developed via a series of town hall meetings, workshops, and public hearings. Vision statements will be crafted using the input from the Vision and Values Workshops, additional meetings and public hearings, as well as the Environmental Sustainability and Housing and Economic Development Strategies. The first town hall meeting was held on November 17, and was attended by over 100 citizens, who provided an additional 400 comments on the process and the Planning Commission's first draft of major "themes", which they developed from a comprehensive review of the comments received during the Visioning and Values Community Conversations.

Over the course of the first quarter of 2009, the Planning Commission and City Council will hold a series of meetings and workshops to continue to work on the Vision Statement and Framework

Goals. It is anticipated that adoption of the Vision Statement and Framework Goals will occur early in the second quarter of 2009.

Complete Southeast Area Neighborhoods Plan

The Southeast Area Neighborhood Citizens Advisory Committee met monthly throughout the summer and into the fall of 2008, and began a twice monthly meeting schedule in October. A Council check-in regarding the progress of the committee is scheduled to occur in the first quarter of 2009, with recommendations expected in 2nd Quarter 2009.

Complete Town Center Plan

Staff will begin work on the Town Center Plan in the second quarter of 2009 with adoption scheduled for early 2010.

Adopt New Residential Density and Incentive Regulations for RB Zones

On May 12, 2008, the City Council adopted interim development regulations for the Regional Business (RB) zone in response to community concerns over the existing code, which did not establish a maximum residential density in the RB zone. A moratorium was established for six months to establish a maximum density of 110 dwelling units per acre while the staff and Planning Commission considered Development Code solutions to address intensive multi-family and commercial development as it transitions to single- family neighborhoods.

Due to additional workload resulting from the Visioning and Values Workshop process, the Planning Commission and staff requested that the City Council adopt a six month extension ending in May 2009. The Commission expects to discuss the new permanent regulations in March and April, so that the Council can review the recommendations in May. Staff also plans to report on the scope of the permanent Regional Business Zone development regulations at the February 2nd City Council Study Session.

City Council Goal 2: Implement the Economic Development Strategic Plan

Develop a Comprehensive Small Business Assistance Program

Staff continues to plan and develop a more "hands-on" Small Business Assistance and Education Program (SBAEP), which will focus on both small business management and financing support and on educating existing business owners through education classes. The classes, which have been finalized with confirmed guest speakers, class meeting times and locations, will focus on marketing, business promotions, money management, and business financing.

The education classes are sponsored by the City of Shoreline Economic Development Program, Shoreline Chamber of Commerce, Shoreline Community College Business Incubator Program, Community Capital Development, Small Business Administration, and Verity Credit Union. A presentation on the SBAEP education classes will be made to the City Council on February 23rd.

Work in Partnership to Develop a "Transit-oriented Development" Plan for the Aurora Park and Ride Lot at N. 192nd Street

Prior to any sale or transfer of the park and ride property to King County from the Washington State Department of Transportation, an appraisal of the property has to be completed. Over the course of the fourth quarter, staff has been waiting for the final outcome of the appraisal process.

Staff has also continued to contact several developers of transit-oriented development projects to determine what type or scope of project would be feasible on this park and ride site.

Develop a Green Business Certification Process, Including Partnering with the Shoreline Chamber of Commerce

Staff continues to have discussions with the Shoreline Chamber of Commerce regarding promotion of a "Green Business Certification" program for small business. The key to this program is identifying cost savings for businesses that participate in the certification. It is anticipated that an initial meeting will be held between City staff and Chamber of Commerce representatives in the first quarter of 2009.

Work with the Economic Development Advisory Committee (EDAC) to Identify Recommended Priorities

The EDAC continues to discuss the visioning of the economic landscape of Shoreline and ways to attract businesses here. They also continue to evaluate the challenges of commercial and residential development in the City of Shoreline. In addition to discussing strategies of how best to implement specific action items in the Council's Economic Development Strategic Plan, the EDAC recently heard from the Aurora Corridor Project Team on the proactive steps being taken to mitigate the impact of construction on the businesses located between N 165th and N 185th Streets.

The EDAC also endorsed the establishment of a Business Licensing Program as described by the Economic Development Manager. All members agreed that such a program would help with City marketing, emergency services, business outlook, and would help promote the Shoreline Chamber of Commerce.

City Council Goal 3: Create an "Environmentally Sustainable Community"

Complete the Forest Management Plan, Including Updating the City's Tree Retention Policies and Regulations

Over the course of 2008 and 2009, staff will continue to work with Seattle Urban Nature (SUN) to study urban forest conditions to determine the best way to implement the Vegetation Management Plans for the sites in South Woods, Hamlin, Boeing Creek and Shoreview Park.

The Planning and Development Services Department will also be reviewing the City's tree retention policies in the Development Code. This review will begin in the first quarter of 2009 and should be completed by the end of the second quarter.

Update Stormwater Manual and Low Impact Development Standards

The State Department of Ecology's NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter of 2007. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009.

With assistance from a Department of Ecology grant, City staff and a consultant have drafted a revised stormwater code and are recommending the adoption of a new stormwater manual and amendments to the Development Code to meet these NPDES permit requirements. Staff from Public Works (Surface Water & Environmental Services), Planning and Development Services

and the City Attorney's Office have reviewed the draft changes. The changes to the Development Code were reviewed by the Planning Commission in November 2008, and recommendations will go to the City Council on January 26, 2009 for adoption.

Develop a Comprehensive Environmental Purchasing Policy

In order to develop a comprehensive environmental purchasing policy, Finance Department staff gathered sample environmental purchasing policies from other jurisdictions over the course of the fourth quarter of 2008. Using information gleaned from this research, staff will create a draft policy in early 2009, and will review the draft policy with City leadership in the second quarter of 2009. The draft policy is scheduled for Council adoption in June of 2009.

Adopt Indicators and Baselines to Measure Progress

The Green Team members are finalizing their 2009 work plan and will begin work on selection and development of indicators in January.

Create a "Green Team" Staff Structure

Green Team members were identified and a team charter was created in December 2008. This internal staff team is comprised of 12 staff members representing all City Departments. The team includes:

Cathy Robinson – Finance/IT

Eric Bratton – City Manager's Office

Jon Jordan – Public Works

Juniper Nammi - Planning

Kim Lehmberg - Planning

Kirk McKinley – Public Works

To

Marci Wright – Leadership Team Liaison Maureen Colaizzi - Parks Miranda Redinger - Planning Nora Smith – Community Services Rika Cecil – Public Works Tony Colinas - Parks

The team will be finalizing its 2009 work plan in January and will start work on the indicators to measure progress towards sustainability in January 2009.

Explore Energy and Climate Change Initiatives

With the complexities of sustainability and the emergence of numerous organizations invested in protecting the climate and achieving sustainability, staff invited Visible Strategies and the International Council for Local Environmental Initiatives (ICLEI) to provide presentations of their tools and strategies to the Green Team. Visible Strategies provided an overview of their services in September 2008, and staff from ICLEI presented their approach in November 2008.

To build the database of the City's carbon emissions, staff contacted the University of Washington in October 2008 to find a student interested in data entry and climate protection to hire as extra help in the fourth quarter of 2008. Since students were involved in other areas of study, the City will seek a student during the first quarter of 2009. To support community reduction in energy and resource use, staff wrote and received a grant to provide outreach to residents in 2009 on remodeling their homes using Green Building techniques. Materials and resources are being collected, and the City's Green Team is being updated.

City Council Goal 4: Complete the Projects Approved in the 2006 Parks Bond

Conduct Planning Efforts

- Off-Leash Dog Area Study Group: The PRCS Board siting recommendation was given on October 23rd and a public presentation on the recommendation was provided on October 29th. Council will hear the PRCS Board Recommendation for two Off-Leash Dog Area pilot sites on January 20, 2009. The selected sites will begin design and implementation in 2009 if approved.
- *Trail Corridor Study Group:* City Staff worked with design consultants to prepare designs for soft surface trails within parks and began a planning process for hard surface trails on surface streets in the fourth quarter of 2008.

Develop Park Plans/Designs and Construct Projects

- Richmond Beach Saltwater Park Phase I: The construction project was fully underway in the fourth quarter of 2008 and will be completed sometime in early 2009 (February) with a dedication to follow in March.
- *Cromwell Park:* Construction drawings continued to be worked on in the fourth quarter and are now 60% complete. The project is estimated to go out to bid in the 2nd quarter of 2009.
- *Hamlin Park:* Park design continued in the fourth quarter, and 60% design will be achieved in the first quarter of 2009. The final design should be complete in second quarter 2009 with a bid opening estimated for the third quarter.
- *Kruckeberg Garden:* The selection process for a design consultant to assist the City with a Master Plan for the site began in late fourth quarter of 2008. A temporary parking plan is being planned for implementation in the first quarter of 2009.
- *Trail Corridors:* The City continued planning for On-Street Trail Connectors in fourth quarter of 2008. The South Woods Pedestrian Pathway will go out to bid in early 2009.
- Baseball/Softball Field Improvements: The Restroom at Richmond Highlands Improvement Project will go out to bid in the first quarter of 2009. Other improvements will be made throughout 2009 as needed.

City Council Goal 5: Construct the Civic Center/City Hall Project

Complete Project Design and Financing

On March 26, 2008, the City signed the Civic Center Project Development Agreement. OPUS Northwest, L.L.C. has signed the development agreement and has secured construction financing.

Complete City Hall, Parking Structure and Site Improvements

The following activities make up the fourth quarter project construction highlights:

- The completion of the fourth floor was poured and preparations for the final roof pour is expected in the first quarter of 2009.
- The footings and columns for the parking structure were poured. The slab on grade (concrete flooring) is expected to be poured in the first quarter of 2009.
- Final inspection of the pre-cast concrete panels was completed.
- Public art selection and materials to be used in the art design has been completed.
- Temporary utilities (power and water) have been installed.

- Final selection of the carpet and floor tile systems for the Council Chambers and the Administration Offices is complete.
- Furniture systems (cubicles) have been selected and installation is expected in the second quarter of 2009.

The first phase of the parking structure will be completed by the first quarter of 2009, and the second phase will begin in the third quarter of 2009. This phase will consist of construction of the ramp design leading to the second floor of the parking structure. This will happen shortly after City employees vacate the City Hall Annex building.

Strive for LEED Certification

LEED Silver certification has been attained in the current design; however, all efforts continue to be made by OPUS and staff to reach LEED Gold certification. Seattle City Light (SCL) has been an integral part in helping to achieve LEED Silver by providing financial rebates relating to energy saving measures. The total value to date in potential SCL rebates back to the City is nearly \$55,000 for these enhancements.

City Council Goal 6: Construct the Aurora Improvements From 165th to 205th Streets

<u>Complete Project Design for 165th to 185th</u>
City staff and the applicable State agencies reviewed the 60% design documents for the N 165th to N 185th Street segment, and staff briefed the Council on 60% design on November 3, 2008. The design consultants have also completed a significant amount of work towards 90% design. which is due to be submitted for staff review in January 2009. Right-of-way acquisition is also moving forward; all properties have received offers and many properties have already settled.

Award Bid for 165th to 185th

The project is still on track for right-of-way certification on March 31, 2009. Construction bid advertisement will follow in April or May 2009, with contract bids being evaluated and awarded in May or June 2009. Construction is still expected to begin (assuming no right-of-way acquisitions go through full court proceedings) in July of 2009.

Complete 30% Design for 185th to 205th

HDR, the City's design consultant, is scheduled to begin working on the 30% design for N 185th to N 205th Street segment in early 2009. Supplemental survey work was completed in the fourth quarter to give staff better side street and private property data.

Seek Funding for Final Mile

Staff received a \$5.5 million dollar grant from the State Transportation Improvement Board (TIB) for the 185th to 192nd Street segment of Aurora. Staff continues to pursue funding sources for the third mile of the project, including potential federal economic stimulus funding. The federal transportation funding process will begin in February 2009, and Shoreline will be seeking funding as a part of that process.

City Council Goal 7: Develop a Fircrest master plan in partnership with the State

Develop Agreement with State

The State Department of Social and Health Services (DSHS) completed its analysis of the Fircrest facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the master plan.

Develop Draft Master Plan with Community and Stakeholder Participation

DSHS has envisioned that the master planning process will be completed in two phases. The main purpose of Phase I was to define the potential uses of the excess property. Based on this, DSHS identified four options for the Legislature to consider:

- Option 1 emphasizes the financial return to the State, i.e. multi-family housing, mixed-use development.
- Option 2 emphasizes benefits to State operations, i.e. relocating State offices presently operating out of rented space to State property.
- Option 3 emphasizes benefits to the community, i.e. open space.
- Recommended Hybrid Option a mix of uses including governmental office, mixed-use, public services, open space and mixed income housing as well as the replacement of the "Y" nursing home buildings and adult training building with a new building creating additional excess property while enhancing provision of services.

During the 2008 legislative session, the Legislature funded DSHS to complete the Fircrest Master Plan using the Recommended Hybrid Option. The Legislature further stated that the master plan must not prohibit the potential future development of the public health laboratory.

Review and Adopt Final Plan

Phase II of the master planning process will be the development of DSHS' master plan permit. DSHS estimates that Phase II will occur between April 2008 and April 2009. Staff has met and been in correspondence with the consultants working for DSHS. Staff and the consultants have discussed the expected level of analysis for SEPA review. DSHS held a public open house on September 24, 2008 to present the Hybrid Option.

The City Council also approved City Ordinance #507 at their December 8, 2008 meeting. Ordinance #507 clarified that if DSHS would like to establish new uses on the Fircrest campus as envisioned in the Hybrid Option, that the Council would have to amend the Comprehensive Plan as part of the City's annual review. This will delay development of Phase II as described above. The deadline for submitting amendments to the Comprehensive Plan for consideration in 2009 is January 30, 2009. DSHS is currently evaluating their next steps. The City has not received an application to amend the Comprehensive Plan from DSHS to date.

It is anticipated that City review and approval of the Comprehensive Plan amendments for 2009 may not be completed until December 2009. Therefore DSHS would not be able to apply for a Master Development Permit application until 2010. The Legislature is requiring committee reports from DSHS by December 1, 2010.

Consider Public Health Lab Impacts

At the request of the State Legislature and the community, the Public Health Lab (PHL) worked on a Risk and Safety Assessment of its operations. A community stakeholders group was formed to participate in the development of and to provide feedback on the Risk and Safety Assessment Report. The PHL hosted a community meeting on November 6, 2008 to gather community feedback on the draft report. The final report was completed in December 2008.

City Council Goal 8: Develop a "Healthy City" Strategy to Ensure the Community's Access to Needed Human Services

Update the Human Services Plan and Desired Outcomes

The City Council reviewed the overall work plan, process and scope of the Human Services Plan Update on December 1, 2008. Funding for the update was included in the adopted 2009 City Budget. A consultant RFP will be issued in late January 2009 to help in the creation of the Human Services Plan update, and the Human Services Ad Hoc Committee members will be recruited in February, with Council appointments happening in March.

Update the Youth Policy Plan

Given human and fiscal resource constraints, work on the Youth Policy Plan will follow and build on the update of the broader Human Services Plan and Desired Outcomes. It is anticipated that this work will begin in late 2009.

Work to Increase and Retain Affordable Housing Units

Throughout the next two years staff will respond to inquiries and pursue opportunities to work with housing developers to promote and develop affordable housing.

Sponsor a Cultural Diversity Event

The City will pursue highlighting its diversity and increasing the visibility of our diverse communities and their contributions to Shoreline. On December 8, 2008, the Teen Program in partnership with the Northshore/Shoreline Community Network, Shoreline Schools, YMCA and Shoreline Community College sponsored a youth led diversity conference, titled MASKS. Eighty-five youth from Shorecrest and Shorewood High Schools attended the event.

Additionally, on December 1st, the City Council reviewed and accepted staff's recommendations to implement this goal component. The primary focus will be on a partnership with the Shoreline-Lake Forest Park Arts Council to shape the June 2009 Arts Festival around the theme of diversity. Staff will work with a weaver/artist to create a weaving at the event which will then be placed in the new City Hall.

City Council Goal 9: Provide enhanced opportunities for effective citizen communication and engagement

Conduct City Council Sponsored Town Hall Meetings

Staff held discussions with the City Council in the fourth quarter to determine various topics for city-wide Town Hall meetings hosted by the City Council. The first topic that will be discussed at the town halls is the Visioning Process. The first Town Hall Visioning Meeting was held on November 19, 2008, and two additional Town Hall Visioning Meetings have been scheduled: January 8, 2009 and March 2, 2009.

Upgrade and Redesign the City's Website

This project began in 2007, when staff conducted research on best practices of other municipal websites. Through this research, it was determined that the current City of Shoreline website had good content information, but the design and organization of the website needed to be upgraded. Based on this, Vision Internet, a website design firm that specializes in the creation of municipal websites, was hired in the first quarter of 2008 and subsequently began work on the new design of the website. This was followed by the creation of the new website organization structure and a new Content Management System (CMS), which allows multiple users to upload content to the website via an internet portal. On October 31, 2008, the newly redesigned City website "went live", with a new website address: www.shorelinewa.gov. City communications staff subsequently began publicizing the new website for the remainder of the 4th Quarter of 2008.

Expand Volunteer Opportunities Such as Adopt-A-Road/Park/Trail and "Ivy-Out" Programs Ongoing volunteer opportunities in city parks included monthly work parties at Southwoods and Kruckeberg Botanic Garden. The fourth quarter also included three public and two Eagle Scout work parties at Ronald Bog (a Neighborhood Mini-Grant project) and four stream restoration parties at Bruegger's Bog. The Adopt-a-Road program signed up one new group and a total of three groups performed clean ups in the right-of-way. All opportunities are publicized through a variety of tools detailed below.

City staff provides publicity and networking support for volunteer efforts sponsored by community groups on public property and opportunities in city operations. Publicity includes a new initiative to list on volunteermatch.org, as well as ongoing publicity through the City's website, Channel 21 and high school community service listings.

Create a Database of City Volunteers

The database of city volunteers is updated in the spring for the annual Volunteer Breakfast, which has been scheduled this year for Friday, April 17.

Work in Partnership with Nonprofits to Create an Online Community Bulletin Board Staff will begin working on this project in the first quarter of 2009. Initial research regarding online community bulletin boards was completed as part of the City Council's subcommittee on increasing citizen public comment and communication held during the 1st quarter of 2008.

City Council Goal 10: Provide Safe, Efficient, and Effective Infrastructure to Support Our Land Use, Transportation and Surface Water Plans

Develop Citywide Trail and Bicycle Connection Plan

Work on development of a Non-motorized Transportation Plan has begun as part of the Transportation Master Plan update. Staff is developing an RFQ for consultant services to help with the Transportation Master Plan update and development of the Non-motorized Transportation Plan is anticipated to be an early phase product in this update.

Expand Local Transit Service

Development of a Transit Plan will also be part of the Transportation Master Plan update. The Transit Plan is also anticipated to be an early phase product in this update.

Metro adopted a biennial budget amendment in November 2008 that addressed a significant funding shortfall through 2010. The proposed service and program cuts included in this amendment will not impact the City of Shoreline, although this amendment includes two fare increases over the next two years.

Update the Transportation Master Plan

Staff anticipates issuing the RFQ in February 2009 and having a consultant on board by March 2009. The update of the Transportation Master Plan is expected to be a 12-18 month process. Major components of the update will include:

- Agency Coordination and Public Outreach
- Development of a Non-motorized Transportation Plan
- Development of a Transit Plan
- Creation of a Master Street Plan
- Development of Funding Strategies
- Perform Transportation Modeling of the Comprehensive Plan Land Uses
- Review of the City of Shoreline Concurrency Ordinance
- Develop Policies and Implementation Strategies for Transportation Plan

As noted above, development of the Non-motorized Transportation Plan and Transit Plan are anticipated to be early phase products. Ideally, the Transportation Master Plan update will coincide with the Comprehensive Plan update, currently scheduled for 2011. Land use/growth scenarios can be modeled as a part of the Transportation Master Plan update.

Implement a Green Street Demonstration Project

The Public Works Department has selected 17th Avenue NE between 145th and 150th Street as the Green Street Demonstration project site. Staff met with the neighbors along this street and they are generally supportive of the concept. A consultant will be selected in January 2009 to design the project and the citizen involvement program for the project.

This Green Street Demonstration Project will strive to demonstrate a "complete street" concept that includes (to the extent practical) a street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities) and provides stormwater treatment prior to discharge in local streams and water bodies. Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming. The development of this demonstration project could potentially lead to an expanded program in the future.

Provide Leadership and Advocacy at the Regional Level for Sustainable Land Use, Transportation and Basin Plans

Staff continues to attend regional forums and regional planning processes related to sustainable land use, transportation and regional basin plans, such as the King County Flood Control Zone District, PSRC/RPEC, and King County PEC.